



# MEETING NOTICE TOWN OF HAMILTON

**Pursuant to MGL Chapter 30A, § 18-25**

All meeting **notices and agenda** must be filed and time-stamped in the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays, and Holidays)

If posting is *close to the 48 hour requirement*, it **MUST** be posted by 2:00 pm on Mondays-Thursdays and by 11:00 a.m. on Fridays  
 ~ Email to both [ckale@hamiltonma.gov](mailto:ckale@hamiltonma.gov) and [mpeters@hamiltonma.gov](mailto:mpeters@hamiltonma.gov) ~

TOWN CLERK'S STAMP

<b>Committee or Governing Body</b>	<input style="width: 95%;" type="text"/>				
<b>Meeting Location</b>	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%;">Meeting Room</td> <td style="border: none; width: 70%;">Address</td> </tr> </table>	Meeting Room	Address		
Meeting Room	Address				
<b>Day, Date, and Time of Meeting</b>	Day <input style="width: 150px;" type="text"/> Date <input style="width: 150px;" type="text"/> Time <input style="width: 80px;" type="text"/> <input type="checkbox"/> am <input type="checkbox"/> pm				
<b>Signature of Chairman or Authorized Person</b>	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 80%;"><input style="width: 95%;" type="text"/></td> <td style="border: none; width: 20%;"><b>Date</b></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><input style="width: 150px;" type="text"/></td> </tr> </table>	<input style="width: 95%;" type="text"/>	<b>Date</b>		<input style="width: 150px;" type="text"/>
<input style="width: 95%;" type="text"/>	<b>Date</b>				
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## AGENDA

*Per Open Meeting Law, please list all topics that the Chair reasonably anticipates will be discussed at the meeting*